

POLICY

AFSA Board Travel Expenses

The AFSA Board will meet the costs of Directors' and Company Secretary travel, accommodation and reasonable out of pocket expenses incurred in the performance of the role of Director and Company Secretary.

Such travel will include attendance at Board meetings, attendance at Board Sub-Committee meetings and on other occasions when required to represent the Board or the Chairman at a specific meeting or event.

Claims for such expenses, supported by receipts, are to be made to the Company Secretary who will reimburse such expenses and furnish a monthly report to the Board on expenses so reimbursed during the previous month.

In all cases, as members' funds are involved, regard must be had to the availability of funds in the relevant budget item for the purpose intended and the exercise of prudence in incurring expenditure.

With the availability of cheaper air travel and competition between carriers, it is expected that Directors and the Company Secretary will minimize the costs to the Association by travelling at the cheapest available rate, particularly on interstate flights.

At all times only reasonable costs associated with the provision of food and beverages will be reimbursed on the basis of accepted business practice and the exercise of discretion by all involved.

August 26, 2015